

## **1201 CPE REPORTS**

### **1201-1 General**

The Construction Progress Estimates (CPE) computer program provides automated office logs for each project administered by the ORG. Supplemental agreements, contract item quantities, and time charges are entered into the CPE project records. The CPE program adjusts the contract total as required, calculates accumulated project costs, and tracks contract time.

The program provides several different kinds of reports to help the Resident Engineer monitor the progress of the project. The Resident Engineer should become familiar with the CPE program and its reporting capabilities.

For details on operating the CPE program, see the Construction Office Training Manual, Volume II, CPE Program Training Course.

### **1201-2 Item and Subitem Reports**

The Item Report is a basic status report for a single item or a range of items. It includes the plans quantity, the revised quantity, the accumulated quantity, the percent complete, and a list of transactions for the specified item(s). Each listed transaction shows the date, the quantity posted, the Inspector's name and any comments entered when the quantity was posted (Exhibit 1201-2-1).

The Subitem Report is similar to an Item Report, but provides information on the status of subitems within the specified item(s). The accumulated quantity and percent complete of each subitem is shown (Exhibit 1201-2-2).

## Transaction Detail Report (Item/Subitem/Transactions)

<b>TRACS:</b>	S111111C	<b>Leavens Elaine</b>
<b>Project:</b>	AC* 000-0-(00)	<b>Resident Engineer</b>
<b>Contractor:</b>	ABC CONTRACTORS, INC.	<b>8332</b>

## Section 01

Item: 20000021 REMOVAL OF CONCRETE CURB AND GUTTER

<b>Unit:</b>	L. FT.	<b>Unit Price:</b>	\$ 5.00
<b>Plans Qty:</b>	439.00	<b>Plans Amount:</b>	\$2,195.00
<b>Revised Qty:</b>	439.00	<b>Revised Amount:</b>	\$2,195.00
<b>Accum Qty:</b>	543.00	<b>Percent Complete:</b>	123.69%

## Progress Payments for 2000021

Subitem	Description	Cost Adjustment	Adj. Unit Price	Plans Qty	Staked Qty	Accum Qty
0	BALANCE	\$0.00	\$0.00	439.00	439.00	543.00
Date	Quantity	Inspector	Comments			
06/09/2000	294.00	SMITH 43	2354+50 to 2336+00 LT. (RAD)			
06/09/2000	51.00	SMITH 43	2355+20 to 2356+00 RT. (RAD)			
06/09/2000	101.00	SMITH 43	151+50 to 152+50 (US60) (RAD)			
08/28/2000	91.00	SMITH 87	2253+75 to 2254+20 (RAD)			
09/22/2000	96.00	JOHNSON	North side 260			
09/25/2000	-96.00	MILLER	Quantity entered on the wrong project			
10/27/2000	6.00	SMITH 126	150+65 to 150+71 RT.			
<b>Total =</b>	<b>543.00</b>					
Subitem Totals			<b>439.00</b>	<b>439.00</b>	<b>543.00</b>	

Exhibit 1201-2-1. Item Report

## Item/Subitem Report – Includes Transactions

<b>TRACS:</b>	S111111C	<b>Leavens Elaine</b>
<b>Project:</b>	AC* 000-0-(00)	<b>Resident Engineer</b>
<b>Contractor:</b>	ABC CONTRACTORS, INC.	<b>8332</b>

BIG BUG BR #1 – BIG BUG BR #4

**Section 01      FA 1000      ROADWAY**

Item No.	Description		Unit	Unit Cost	Change Orders	
2020009	REMOVAL OF STRUCTURE CONCR		CU. YD.	\$367.50		
	Plans Qty:	1.00	Rev. Qty:	1.00	Rev. Amount:	\$367.50
	PP Code:	0	Accum Qty:	1.00	Accum Amount:	\$367.50 = 100.00%
Subitem	Description	Cost Adjustment	Adj. Unit Price	Staked Qty	Accum Qty	
0	BALANCE	\$0.00	\$0.00	1.00	1.00	
Date	Quantity	Qty Subtotal	Inspector	Comments		
11/15/2000	.50		PIGG	3596+55 LT.		
		.50				
11/16/2000	.50		PIGG	3596+55 RT.		
		.50				
	Total =	1.00				
			Subitem Total:	1.00	1.00	

Exhibit 1201-2-2. Subitem Report

### **1201-3 Structure Report**

The Resident Engineer and Project Supervisor may choose to establish CPE Structures on a project. Structures are groups of related items linked together for reporting purposes. Structures, in this sense, have nothing to do with payment or with Lump Sum Structures; the term "structure" is used here to indicate a way of organizing information.

When a CPE Structure is established in the CPE program, related items that are part of a larger unit are linked together for reporting purposes. Using a large roadway sign as an example, the office can create a Structure by establishing common subitems in the items for Foundations, Vertical Supports, Cantilevers, Posts and Sign Panels. Then, by producing a Structure Report for that Structure, the Inspector can monitor the progress of each roadway sign.

Exhibit 1201-3-1 shows an example of a Structure Report. The extra effort required to establish Structures at the beginning of the project often pays off in the increased quality of reporting and the reduction of errors.

### **1201-4 Force Account Reports**

For a full discussion of Force Accounts, see Standard Specifications Section 109.04, and Construction Manual Chapter I.

### **1201-5 Change Order/Letter of Agreement**

For a full discussion of Change Orders and Letters of Agreement, see Standard Specifications Section 109.04, and Construction Manual Chapter I.

### **1201-6 Monthly Estimate**

The CPE monthly estimate report calculates the amount due to the Contractor for completed work. At the end of each month, the office prints a hard copy of the estimate for review before transmitting it electronically to Field Reports. After the Resident Engineer approves the estimate and signs the first sheet of the hard copy (the Transmittal Sheet), the estimate is filed in the project file.

### **1201-7 Final Balance Report**

The Final Balance Report is a final accounting of contract items, prepared at the end of the project.

**Structure Report – Includes Transactions****TRACS: H11111C****Section: 1**                      **FHWA Code** FA 1000                      **Description:** ROADWAY**Structure No:** GR01                      **Description:** 3515+85 RT. N.B.

Item No.	Description	Staked QTY	Accum QTY
1010011	REMOVE AND SALVAGE GUARD RAIL	350.00	375.00

Date	List of Transactions	Quantity	Inspector	Comments
11/24/2000		375.00	MSDD	#1 Bridge N.B.
<b>Total =</b>		<b>375.00</b>		

Exhibit 1201-3-1. Structure Report

**Force Account Report – Includes Transactions****TRACS: H11111C**

Note: FV in No. Column = Fiscal Variance Information

No.	Description	Original Amt	Revised Amt	Accum Amt	Percentage
<b>Section: 1</b>					
01	T.S.M. Committee Cost	10,000.00	10,000.00	2,821.70	28.22%

**List of Transactions**

Date	Amount Paid	Inspector	Comments
01/18/2000	630.65	BAIS	Transmittal #1
01/31/2000	2,191.05	BAIS	Transmittal #2
<b>Total Paid =</b>	<b>\$2,821.70</b>		

Exhibit 1201-3-2. Force Account Report

## ARIZONA DEPARTMENT OF TRANSPORTATION

## Force Account Daily Report

Tracs #: S000001C Project #: STP\*000-1-(08) Contractor Name: Sundt Corp. Date: 01/03/2000

FA #: 12 Report #: 1 Shift Start/End: 06:00 – 02:30 Diary Ref: 001 Page: 1 of 1

## Description of Work

Blasting Salt River Channel

## Labor on Job

Name	Classification	Hours	Shift		Sub/Prime
			Start	Stop	
John Doe	Laborer/Foreman	3	09:00	12:00	Tanner

## Equipment Used on Job

Equip#	Make	Model	Type	G/D	Capacity	Hours		Rental
						R	SB	
230c	Ford	93/250	½ Ton		2 Ton	3	0	N

## Materials Used on Job or Purchased Services

Description/Supplier	Quantity	Comments

All overtime must be approved in advance by the project supervisor. Overtime is based on a 40 hour work week.

Contractor Authorized Signature ADOT Authorized Signature

\_\_\_\_\_  
Contractor Authorized Signature

\_\_\_\_\_  
ADOT Authorized Signature

Exhibit 1201-3-3 Inspector's Daily Force Account Report

**1201-8 Transaction Detail Log**

The Transaction Detail Log is one of the most important and useful CPE reports. It provides a comprehensive overview of the entire project by listing, time used, every item, subitem and individual transaction (Exhibits 1201-8-1, 1201-8-2, 1201-8-3 and 1201-8-4).

The Transaction Detail Log is useful as a reference when checking the final quantities at the end of the project.

The CPE program allows the office to print a Partial Transaction Detail Log for a specified range of items.

**1201-9 Audit Log**

The Audit Log is identical to the Transaction Detail Log, with one important modification: the Audit Log prints the posting date for each transaction. That is, not only does the Audit Log list the date of the Daily Diary for each posted quantity, it also prints the date on which the office posted the quantity (Exhibit 1201-8-5). Auditors use this information to clarify the order and timing of payments.

The office usually only prints an Audit Log as requested by an auditor during a review of the project records.